

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging Directors		NO.: PM 14-09(P)
SUBJECT: SCSEP Senior Community Service Employment Program, Title V, Budget Display and Contract Fiscal Year 2014-15		DATE ISSUED: April 21, 2014
		EXPIRES: June 30, 2015
REFERENCES:		SUPERSEDES: For PSAs 5, 14, & 30 PM 14-02(P), and for all other PSAs PM 13-05(P)
PROGRAMS AFFECTED:	<input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title VII <input checked="" type="checkbox"/> Title V <input type="checkbox"/> HICAP <input type="checkbox"/> Other:	

Purpose

The purpose of this Program Memo (PM) is to transmit your Title V Senior Community Service Employment Program (SCSEP) Contract and Budget Display for Fiscal Year (FY) 2014-15.

Grant Information

Information for the FY 2014-15 SCSEP Grant:

- A Planning Estimate has not been released in advance of this PM.
- The contract allocation and participant slots are based on the U.S. Department of Labor (DOL) SCSEP Program Year (PY) 2014 Authorized Positions and Funding for State Agencies.
- A maximum of eight percent of local assistance funding is allowed for Area Agency on Aging (AAA) administrative functions.
- Not less than 79 percent shall be spent for Participant Wages and Fringe Benefits.

Expenditure Deadline: All funds must expended by June 30, 2015.

Allocation Methodology

The following methodologies determine participant slot and funding allocations:

- To meet the equitable distribution standard, the DOL allocates participant slots based on population data of individuals age 55 years and older and who are at, or below, 125 percent of the federal poverty level.
- This distribution does not reflect the modified slot numbers due to California's higher minimum wage.

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Match Requirements

AAAs must provide match to the federal funding based on the following:

- Since the elimination of State General Funds for this program, AAAs are responsible to meet all federal matching requirements.
 - The match calculation is divided proportionally across all AAAs.
 - Match amounts are located on the CDA website at http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/.
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Budget Submission Instructions

For FY 2014-15, SCSEP AAAs are required to submit their original Budget form (CDA 35) in the following manner:

- Incorporate the amounts for Participant Wages and Benefits, Participant Other Costs, and AAA Administrative funds as shown in your Budget Display.
- Transfer requests will be processed with your SCSEP Budget, please refer to budget instructions for transfer requirements.
- Submit your SCSEP Budget electronically to your assigned AAA Fiscal Team Specialist.

Due Date: The Budget form must be submitted as soon as possible, but no later than 30 days from the date of this PM.

Reporting Expenditures and Requests Funds

Submit electronically your SCSEP Monthly Expenditure Report and Requests for Funds (CDA 29) including the project numbers as shown in your Budget Display to your assigned AAA Fiscal Team Specialist.

Contract Requirement Changes

The terms and conditions of your SCSEP Title V Contract reflect changes based on consolidation of the OMB Circulars. The following requirements are updated:

- Interested earned on federal funds up to \$500 per year for Local Government and non-profit organizations maybe be keep for administrative expenses.
 - The single audit threshold requirement has been increased from \$500,000 to \$750,000.
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Contract Packages

CDA will mail a contract package to each AAA's contract representative.

CDA will not process payments for FY 2014-15 until the contract is fully executed and the budget is approved by CDA.

Inquiries

For fiscal inquiries contact your assigned AAA Fiscal Team Specialist.
For programmatic inquiries contact your assigned Title V Specialist.

Attachments

- FY 2014/15 SCSEP Budget Display - Statewide Budget Summary
 - FY 2014/15 SCSEP Budget Displays - Individual AAA Budgets.
 - The CDA 35 and CDA 29 forms are also available for downloading from the CDA website at:
http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/
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Lora Connolly
Director